

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003163  
Grade B4**

**FIRE/ RESCUE ASSISTANT CHIEF**

**DEFINITION OF CLASS:**

This is command level administrative and management work directing the provision of fire/rescue and emergency medical services (EMS). The work involves management on a shift of the operations of all fire/rescue stations in the county; overall continuing management of all EMS services countywide; or performing special administrative assignments involving broad areas of department administration. Contacts are with higher level fire/rescue personnel to receive direction, plan and coordinate work, and to exchange information; with other fire/rescue personnel to provide work direction, supervision, and guidance and; with personnel of other emergency service agencies to coordinate firefighting and rescue efforts and to exchange information. An employee in this class provides direct public service or assistance on a limited and infrequent basis.

An employee in this class supervises assigned staff, plans, conducts, and coordinates fire suppression, rescue, and emergency medical services and provides county-wide shift command coverage to ensure 24 hour incident response management. Overall objectives and resources available to carry out the work are set; the employee is responsible for determining what is to be done, how it is to be done, and for resolving most problems which may arise. An employee performs work in accordance with established policies and procedures which are generally applicable; however, the employee may be required to modify existing guides or develop new procedures in response to specific situations or to accommodate changing program requirements. Assignments require initiative, ability to analyze and assess unusual problems, and judgment in deciding upon an appropriate course of action. Services and programs affect the rescue, health and safety of individuals and the preservation of structures and other physical property. Work is performed under general direction and is reviewed for effectiveness in meeting program requirements or expected results. Most work is performed in an office environment; however, an employee in this class is occasionally exposed to some risk of serious injury requiring the use of protective clothing and the observance of safety precautions and procedures. Work requires infrequent periods of light physical effort and involves some occasional exposure to heat, dirt, and other unpleasant conditions.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Field Operations:**

- Provides liaison and communication between senior operations management and field operations, assuring consistent and uniform application of County policies and procedures.
- Provides County-wide EMS and fire suppression incident direction and management of County employees assigned to the fire and rescue stations on an assigned shift. Assigns or reassigns personnel or reserve apparatus as necessary for appropriate incident response.
- Plans, directs, and coordinates, through subordinate supervisors, fire suppression, emergency medical, training, fire prevention, and code enforcement activities of a multi-station fire/rescue area.
- Responds to and takes command of major fire/rescue incidents and other emergency service calls until

relieved by a senior fire/rescue officer.

- Inspects and ensures proper care and maintenance of fire/rescue facilities, apparatus and equipment in conformance with established regulations.
- Interprets and administers codes, policies and regulations when required.
- Directs and reviews the performance of assigned staff.
- Instructs subordinate officers in all phases of fire/rescue techniques and principles and enforces departmental rules, regulations and policies.
- Oversees investigation of violations of rules, regulations or procedures and resolves problems; only highly unusual matters are referred to a senior officer.
- Ensures proper assignment of personnel to achieve balanced staffing; inspects quarters and apparatus; instructs personnel in rules, regulations and operational procedures.
- Directs the movement of equipment and apparatus during fires and other emergencies as required; reviews, evaluates, and reports on the work of subordinates.
- Submits reports and makes recommendations for additional personnel, fire apparatus replacement and maintenance; prepares statistical data on apparatus.
- Authorizes emergency recall of additional personnel on overtime or requests for services from other County agencies; authorizes emergency requests for special equipment, such as cranes or earth-moving equipment.
- Serves as the DFRS Specialty Team Coordinator to coordinate the activities of the county's specialty teams - Hazardous Materials, Cave-In, Underwater Rescue and Special Evacuation Techniques Team (high angle rope rescue).
- Serves as the incident commander for specific geographic areas of the County as required. Provides incident command coverage for other areas upon request. This coverage includes nights, weekends, and anytime the Assistant Fire/Rescue Chief responsible for a major geographic area is not present.
- Commands and controls coverage for special teams (i.e., Hazmat, Cave-In Rescue Unit and others).
- Coordinates the investigation of all serious accidents involving County personnel and equipment resulting from incidents occurring during assigned shift.
- Develops and implements policies and procedures governing operations of all equipment, apparatus and medical units operated in the fire/rescue service as required in cooperation with the independent volunteer fire/rescue corporations and the Fire/Rescue Commission.
- Develops and recommends proposed laws and regulations as required.
- Develops, recommends and implements effective standard operating procedures as required.
- Commands and controls County units when a significant number are sent to an out-of-County incident.
- Serves as liaison between the corporation duty officer at the scene of a serious incident and other County agencies.
- Receives, investigates and resolves complaints from citizens, fire chiefs, employees and others.
- Acts as liaison and confers with officials of Federal, State, County and private organizations on fire/rescue matters as required.
- May represent the department before civic groups and others whom have interest in fire and rescue and emergency medical services programs.
- May be assigned as a member/supervisor on a specialty team.
- May serve as the Department Safety Officer.
- Serves as acting Deputy Chief when required.
- Performs related duties as required.

#### **Emergency Medical Services:**

- Plans, directs and coordinates through subordinates emergency medical services (EMS) activities

involving advanced life support activities County wide.

- Plans, directs, coordinates and performs through subordinates all emergency medical service training for fire and rescue personnel throughout the county.
- Plans, directs and coordinates through subordinates a quality assurance program for both Basic Life Support (ambulance) and Advanced Life Support (Paramedic) for all DFRS personnel.
- Assigns, schedules, details, and provides in-service training through subordinate supervisors to DFRS paramedics. Ensures balanced staffing of paramedics on a County-wide basis to ensure proper cardiac rescue technician (CRT) and emergency medical technician (EMT-P) coverage.
- Develops plans and objectives to improve the level of EMS services. Makes recommendations for additional ALS personnel to ensure proper staffing of all medic units.
- Develops goals and objectives for subordinate rescue officers assigned to rescue squads to ensure proper training and evaluation of all DFRS personnel in Urban Rescue techniques such as - auto accident extrication, cave-in, building collapse, ice rescue, and high angle rope rescues.
- Develops and implements policies and procedures governing operations of all equipment, apparatus and medical units operated in the fire/rescue service as required in cooperation with the independent volunteer fire /rescue corporations and the Fire/Rescue Commission.
- Develops and recommends proposed laws and regulations as required.
- Develops, recommends and implements effective standard operating procedures as required.
- Evaluates, through subordinate supervisors, all paramedics, both career DFRS and volunteer.
- Interprets and administers policies and regulations, as required.
- Within the confines of the Integrated Emergency Command System, responds to and takes command of major fire/rescue incidents and other emergency calls until properly relieved.
- Directs and reviews performance of subordinate officers. Oversees, through subordinates, investigations of violations of EMS and paramedic protocols, rules and procedures; resolves problems.
- Receives, investigates and resolves complaints from citizens, fire chiefs, employees and others.
- Provides assistance to other county agencies, the Fire and Rescue Commission and the fire and rescue corporations as required.
- Confers with Federal, State, County and local officials on fire/rescue matters, as required.
- May be assigned as a member/supervisor on a specialty team.
- May serve as the Department Media Officer.
- Serves as shift operations chief and acting Deputy Chief, as required.
- Performs related duties as required.

#### **Administration:**

- Oversees the development and delivery of the Department training programs and management of the Fire Rescue Service Training Academy.
- Serves as Department liaison with other agencies within County Government and with other fire service organizations at the local and national level.
- Serves as Department liaison with the bargaining agent for employees to resolve disputes over working conditions, personnel actions, and other conditions of employment.
- Administers special projects as assigned.
- May be assigned as a member/supervisor on a specialty team.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of Montgomery County and State of Maryland fire laws, codes, rules and regulations.

- Extensive knowledge of the organization, functions, rules, regulations, policies and procedures of the Montgomery County Department of Fire and Rescue Services and the Fire and Rescue Commission.
- Extensive knowledge of the principles and practices of modern fire suppression, rescue, emergency medical services, and fire prevention and investigation.
- Thorough knowledge of the geographic, climatic, structural and demographic characteristics of the community served and the water distribution system.
- Considerable knowledge of the application, use and care of firefighting equipment and facilities.
- Ability to supervise, to motivate, to instruct, and to evaluate others.
- Ability to plan, to direct, to coordinate, and to evaluate firefighting operations of personnel and equipment under day-to-day and emergency situations.
- Ability to swim and stay afloat.
- Ability to work in elevated and/or confined places, toxic atmospheres, and extreme heat.
- Ability to develop and maintain technical reports and records.
- Ability to establish and maintain effective working relations with employees, other agencies, and the public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to successfully complete a test designed to assess the ability to maintain a level of physical fitness to perform critical physical tasks required of the position and to appropriately lead unit members or other subordinates in fitness activities.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Two (2) years of career experience as Fire/Rescue Battalion Chief in the Montgomery County Division of Fire and Rescue Services.

**Education:** Successful completion of ninety (90) semester hours in a degree program at an accredited college or university.

**Training:** Successful completion of all training courses and certifications required for this class by the Fire and Rescue Service.

**NOTE:** All minimum qualifications for this class must be attained prior to the deadline for application for promotion to this class.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence as required by the Department of Fire and Rescue Services.
- Maintenance of State of Maryland certification as EMT-B.
- Maintenance of all other certifications as required by the Department of Fire/Rescue Services.

**Note:** There will be no substitutions for this section.

#### **PROBATIONARY PERIOD:**

Employees promoted to this class will be required to serve a performance probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core I Exam with Drug & Alcohol Screen.\*

**\*Note:** Successful completion of most recent physical examination and drug screen as required.

**Class Established:** May 1971

**Revised:** May 1971

July 1976

December 1977

July 1987

July 1989

April 1990

April 1993

**Classification Study:** February 1996 (M)

May 2000

December 2000

August 2013

October 2014

**Revised:** Medical Protocol per OMS Review: November 2022